

February 26, 2015

## Requirements for the Adult and Community Education Director Certificate (066)

**You will be eligible for a conditional certificate as a building administrator in Maine upon completion of Section A.**

**For a five-year professional certificate, you must complete all of: Section A, Section B, Section C, Section D - Part I or Part II, and Section E.**

<b>NOTE: The number in ( ) indicates the number of semester hours required.</b>
<b>SECTION A:</b>
1. One year of satisfactory public or private teaching experience or one year of equivalent teaching experience in an instructional setting that includes a minimum of 1000 teaching hours
2. Criminal history record check approval – based on fingerprints
<b>SECTION B:</b>
1. Adult literacy
2. Adult career development
3. Adult education, philosophy and theory
<b>SECTION C:</b>
1. Federal and Maine civil rights and education laws
2. Special education law
<b>SECTION D. Part I:</b>
1. School finance and budget
2. Supervision and evaluation of personnel
3. Organizational theory and planning
4. Community relations
5. Educational leadership
6. Instruction leadership
7. Curriculum development
8. Cultural differences
9. Ethical decision making
<b>SECTION D. Part II:</b>
School Leader Licensure Assessment: Test 6011 Score 163
<b>SECTION E</b>
<b>Approved internship for an adult and community education director</b>
1. Completion of a graduate level state-approved adult and community education director administrator internship program for a minimum of fifteen weeks
2. Completion of one school year as a certified assistant adult and community education director or an adult and community education director out-of-state
3. Completion of a mentorship plan for an adult and community education director approved by the Maine Certification Office, with duration of the plan being a minimum of one school year.

(Continued on reverse)

<b>SECTION F:</b>
Teaching exceptional students in the regular classroom (3) *** (You will need to meet Section F during the term of your first five-year professional adult and community education director's certificate, if you have not already met the requirement.)

**If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.**

Fingerprint schedule on web site [www.identogo.com](http://www.identogo.com)

Applicants for an administrator certificate may meet a passing score on either SLLA Test Code 1010 or SLLA Test Code 1011 until 8-31-14. As of 9-1-14, all applicants must meet a passing score on test 1011/6011.

Register at [www.ets.org/praxis/me/requirements](http://www.ets.org/praxis/me/requirements).

\*\*\*These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.

Courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. Required semester hours shall consist of non-duplicative coursework: examples: only one English Composition course or only one Algebra I course.

Section D. may be met through submission of a portfolio. The portfolio may contain evidence of professional development activities or experience. Please ask for portfolio guidelines if you are interested in this option. (The cost of review of a portfolio is \$300, in addition to the cost of the application for certification.) Review of a portfolio does not guarantee acceptance toward requirements.